

TERM SUMMARY

This instruction guide will walk you through how to view a Term Summary via the Student Services Center.

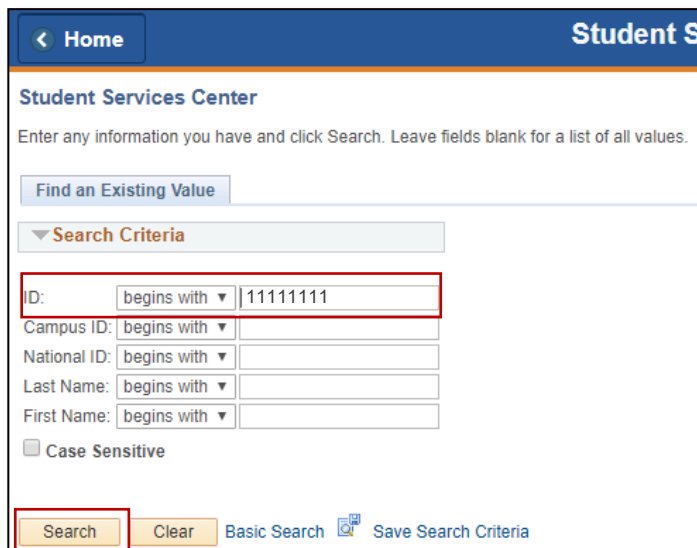
NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

PROCESS

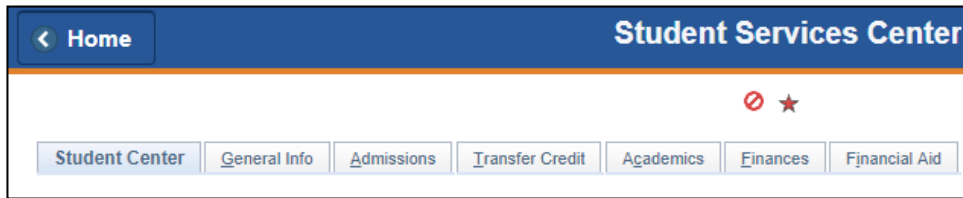
Use the following steps to add a student to the Class Permissions list:



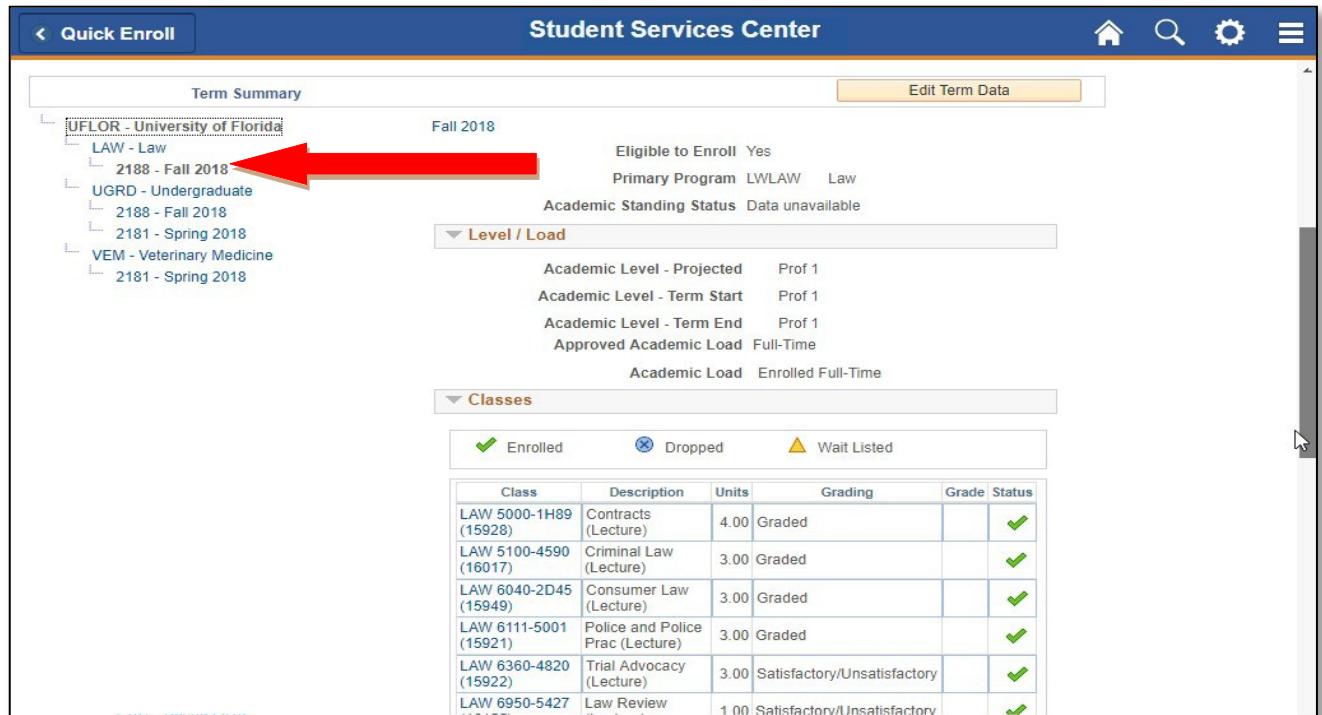
The screenshot shows the 'Student Services Center' search page. At the top, there is a 'Home' button and the page title 'Student S'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. Underneath is a 'Search Criteria' section with a dropdown arrow. The 'ID' field is highlighted with a red box and contains the value '11111111'. Below it are fields for 'Campus ID', 'National ID', 'Last Name', and 'First Name', each with a 'begins with' dropdown menu. A 'Case Sensitive' checkbox is also visible. At the bottom, the 'Search' button is highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.

1. Enter the student's UFID in the **ID** field
2. Click the **Search** button

3. Click the **Academics** tab



4. **Scroll** down to view the Term Summary



Note:

Check to see if students are term activated (set up for a term of registration), in the correct career. In the above example, the student is term activated for 2188 under the Law career. This is especially important for concurrent/joint degree seeking students.

5. You can also view the total units in progress on this page

▼ Statistics			
	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
Taken			
Passed			
In Progress	20.000	20.000	20.000
Units Not for GPA:			
Taken			
Passed			
In Progress			
GPA Calculation			
Total Grade Points			
/ Units Taken Toward GPA			
= GPA			

[Term History](#)

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu